

Exam Coordinator Manual

for NREMT-Basic Exams



Notice

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Welcome

Dear Examination Coordinator:

Thank you for your interest in hosting a National Registry EMT-Basic written examination. We are pleased to provide you with this copy of the National Registry EMT-Basic Examination Coordinator Manual. This manual is designed to assist you in planning for all related aspects of the examination and provide background and instructions for using our web site to schedule the exam.

This examination adheres to the 1994 EMT-Basic National Standard Curricula as promulgated by NHTSA/DOT.

As an examination coordinator, you have responsibilities that are vital to the success of the examination process. We are committed to assisting you, to help ensure that all candidates who attend your examination site will be tested in a fair, consistent and impartial manner in accordance with all policies and procedures of the National Registry of Emergency Medical Technicians (NREMT) outlined in this manual. Please contact us immediately if we can clarify or answer any questions concerning this process.

Thank you again for your interest in hosting a National Registry EMT-Basic written examination. We look forward to receiving your official exam request within the appropriate time frame and are committed to assisting you with the process. We hope your examination is a successful endeavor for all involved.

Sincerely,

Rob Wagoner

Rob Wagoner, Associate Director





Exam Coordinator Manual for NREMT-Basic Exams

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Introduction

Overview

Welcome to NREMT exam coordinator services

We appreciate your commitment to quality EMT registration, and we are pleased to bring you updated NREMT exam coordinator services, designed to work hand-in-hand with existing practices.

Scope of this document

This manual by the National Registry of Emergency Medical Technicians (*NREMT*, or, *the National Registry*) is part of a total package designed to better serve your needs and to streamline National Registry examination-related processes. The package includes new documentation and the NREMT's recently improved web site at www.nremt.org.

This manual is organized to explain everything you need to know about exam content and administration, including NREMT requirements. You will find the information you need for exam planning and execution, from the high-level responsibilities of the individuals involved, to the detailed candidate instructions required on the day of an actual exam.

Assumptions

This document assumes that you are the exam coordinator. Sections directed to other individuals associated with an exam indicate the person for whom they are written. You are responsible for distribution of pertinent information to individuals associated with exams coordinated by you.

(Continued on next page)



How to use this document

Use this document as a reference for specifics related to planning and administering NREMT-Basic exams. Along with this document, (either printed or on your documentation CD), you received another guide, the *Exam Coordinators' Step-by-Step Online Procedures for NREMT-Basic Exams*, which presents instructions you can follow as you learn to use the NREMT web site to schedule exams and submit reservations.

Note

You must submit exam requests to the NREMT via the web site. If you do not have Internet access, contact the NREMT.

Quick start to online procedures

If you are familiar with NREMT information outlined in this manual, you may proceed directly to the procedures for submitting an exam request online.

Reference

To do so, see [Exam Coordinators' Step-by-Step Online Procedures for NREMT-Basic Exams](#).

Documentation type style conventions

This document uses the following type styles.

- **Hypertext links**

Words in this type style (hypertext) are links to related or referential information located elsewhere in the document or a related document. Click the hypertext to jump to the designated page or paragraph. Use your browser's **Back** button to return to the starting point.

- ***Italics***

Used for emphasis and to denote the names of published books or documents.

Example

The committee developed skill evaluation instruments to address the skills in the *NREMT-Intermediate* and *NREMT-Paramedic National Standard Curricula*.

- **Black bold face type**

This style denotes subheadings.

- **Red bold face type**

Used for emphasis to draw your attention to especially important information.

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Key terms

The following table contains definitions of the key terms used in this document.

Note

For your convenience, we include hypertext links back to this page at appropriate points in the documentation, so that you can easily refer to definitions when you reach a term for which you need more information.

Term	Definition
approved examination proctor	The sole responsible agent for the administration of NREMT-Basic examinations when administered in states <i>not</i> mandating National Registry for certification (with occasional exceptions). This is a requirement of the NREMT.
candidate	<ol style="list-style-type: none">1. A person making a reservation through the exam coordinator to take a scheduled exam.2. A person taking a scheduled exam.
exam coordinator	A person scheduling and organizing an exam.
exam request	An online submission to the NREMT for an exam schedule, containing information about materials required; people associated with the event; and date, time and location information.
host	The physical location of an exam. Also called an <i>exam site host</i> , <i>exam host</i> , <i>site</i> , or <i>host site</i> .
physician medical director	The M.D. or D.O. who has agreed to be available for the duration of the examination by phone or pager. This person helps to ensure quality assurance, specifically during practical exams, by rendering official decisions for candidate skill performances or any candidate complaints. Most physician medical directors are qualified to serve as a skill examiner in any skill.
reservation list	A list of all of the candidates scheduled to attend an examination.
roster	The official list of all of the candidates scheduled to attend an examination. All of the entries on this list have been confirmed for accuracy and completeness by the NREMT.



Exam Registration and Content

Introduction

Overview

Before you schedule examinations, you should be familiar with the NREMT's guidelines and requirements for administering exams.

The topics in this section describe:

- Candidate requirements for NREMT-Basic registration
 - Lapsed registration information
 - Written and practical exam contents
 - Retake and reregistration information
 - Disciplinary policies
 - Exam accommodations
 - Inactive status information
 - Ordering examination materials
-



NREMT-Basic Registration Requirements

Introduction

This section explains the requirements for candidates seeking NREMT-Basic registration. It is your job to ensure that they meet the requirements before making reservations for a scheduled exam.

Requirements

All individuals applying for NREMT-Basic registration must meet specific requirements to be eligible for the national registration. The following table lists the requirements.

Requirement #	Description
1	Applicant must be 18 years of age or older.
2	<p>Applicant must have successfully completed, within the last two years, a state-approved National Standard EMT-Basic training program, as developed and promulgated by the U.S. Department of Transportation.</p> <ul style="list-style-type: none">■ Candidates who are not state licensed and fail to become registered within two years following EMT-Basic course completion must retake the entire EMT-Basic training program.■ If the candidate's initial training is beyond two years and the candidate has maintained a state license, the candidate must complete a current state-approved National Standard EMT-Basic refresher training course.■ If the candidate's initial training is beyond two years and state certification has not been maintained, the candidate must complete the entire EMT-Basic training program.
3	<p>All candidates are required to successfully complete, within the past 12 months, all sections of a state-approved EMT-Basic practical examination that equals or exceeds the criteria established by the National Registry.</p> <p>Reference See Practical skills requirements (page 13) for details regarding this requirement.</p> <p>(Continued on next page)</p>



(Contd) Requirement #	Description
4	<p>Truthfully complete the Licensing Action and Felony statements section (see Example that follows) on the application and submit any appropriate documentation, if necessary.</p> <p>Example Have you ever been subject to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrendered a health care licensure in any state or to an agency authorizing the legal right to work? Have you ever been convicted of a felony?</p>
5	<p>Submit current CPR credentials which meet or exceed the criteria listed on the NREMT application. Verification may be in the form of an instructor signature or copies of both sides of a current card affixed to the appropriate spaces on the back of the NREMT-Basic application.</p>
6	<p>Submit an acceptable application attesting to the satisfaction of the above requirements.</p>
7	<p>A registration fee of \$20.00 (money order or institutional check), payable to the National Registry of Emergency Medical Technicians, must be submitted with the application. This non-refundable, non-transferable fee covers the cost of all printed material, examination, postage, data processing, reporting of examination results and administration.</p>
8	<p>Successfully complete the above requirements and the NREMT-Basic written examination.</p>

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Expiration date

Initial expiration dates are established in reference to the date of initial registration. Individuals initially registered during the first six months of the year will revert to the beginning of that year for an anniversary date. Those initially registered during the last six months of the year will begin their biennium the first day of the following year. All subsequent reregistration periods will be for the full two-year period running from April 1 through March 31.

Examples

- Individuals successfully completing the examination between the dates of January 1, 2003 and June 30, 2003, will receive an expiration date of March 31, 2005.
- Individuals successfully completing the examination between the dates of July 1, 2003 and December 31, 2003, will receive an expiration date of March 31, 2006.

Lapsed registration

To be reinstated once NREMT-Basic registration has lapsed, the candidates must:

- **If lapsed within a two-year period:**
Document successful completion of a state-approved DOT National Standard EMT-Basic Refresher Training Course within the past two years; submit a new application and fee; and successfully complete the NREMT-Basic written examination and state-approved practical examination (within the past 12 months) that meets or exceeds Registry standards.
 - **If lapsed beyond a two-year period and still currently state-licensed at the EMT-Basic level:**
Document successful completion of a state-approved DOT National Standard EMT-Basic Refresher Training Course within the past two years; submit a new application and fee; and successfully complete the NREMT-Basic written examination and state-approved practical examination (within the past 12 months) that meets or exceeds Registry standards.
 - **If lapsed beyond a two-year period and state license at the EMT-Basic level has also lapsed:**
Document successful completion of a new state-approved DOT National Standard EMT-Basic Training Course within the past two years; submit a new application and fee; and successfully complete the NREMT-Basic written examination and state-approved practical examination (within the past 12 months) that meets or exceeds Registry standards.
-



NREMT-Basic Examination Information

Introduction

This section details the particulars of the NREMT-Basic written exam.

Exam content

The written examination, consisting of 150 multiple-choice questions, is based on tasks identified in the NREMT-Basic Practice Analysis conducted by the NREMT and the *1994 National Standard EMT-Basic Curriculum*. The following table lists the range of questions in each subtest.

Subtest	# of Questions
Airway and Breathing	25-31
Cardiology	24-30
Trauma	23-29
Medical	21-27
Obstetrics and Pediatrics	18-24
Operations	21-27
TOTAL	150

Passing/failing scores

Each candidate must realize an overall minimum score of 70 percent (105 items correct) to pass the examination. Candidates failing the examination may reapply for subsequent examinations by meeting the current entry requirements and submitting another application and fee.

The passed portion of the examination, either written or practical, will remain valid for a 12 month period from the date of the examination. Candidates not completing the failed portion of the examination within that 12 month period will be required to repeat the invalid portion.

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Re-takes after failing

Candidates are allowed three opportunities to complete the written examination. Candidates applying for the fourth time must submit, at a minimum, official verification (certificate) of successful completion of 24 hours of refresher education which adheres to requirements outlined in [NREMT-Basic Reregistration Requirements](#) (page 15).

This refresher must be completed between the third and fourth attempts of the examination. Candidates who fail the examination on the sixth attempt must repeat the entire EMT-Basic training program in order to apply for subsequent examination attempts.

Obtaining test results

Candidates should allow three to four weeks for reporting of examination results. When results are not received or applications are not returned within six weeks, candidates or coordinators are urged to contact the NREMT.

Preparatory materials available

- A copy of the *EMT-Basic Practice Analysis* is available from the National Registry for a fee of \$5.00.
- A self-assessment examination to aid students in preparing for the registration examination is available from the National Registry for a fee of \$20.00.

Note

You can purchase these items online at www.nremt.org.

Questionable exams policy

The National Registry reserves the right to review and investigate any written and practical examination that may be in question.

Accommodations for the learning disabled

The National Registry will offer reasonable and appropriate accommodations for the *written* component of the examination for those persons with a documented learning disability. The documentation must include a diagnosis of learning disability in the area of reading decoding and/or reading comprehension based upon the results of standardized psychoeducational assessment, including an appropriate standardized measure of intelligence and an appropriate standardized measure of achievement in reading decoding and/or reading comprehension.

Individuals requesting accommodations for the written component of the examination should contact the National Registry for copies of the *Examination Accommodations Policy*, or view it online at www.nremt.org.

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Practical skills requirements

The following requirements must be met by candidates planning to take the NREMT-Basic written exam.

- Section I of the National Registry EMT-Basic application requires submission of current approved CPR credential for the professional rescuer. Verification may be in the form of an instructor signature or copies of both sides of a current card which attests to competency over the following skills:
 - Adult
 - One- and two-person CPR
 - Child and infant CPR
 - Adult/child/infant obstructed airway maneuvers
- The candidates must physically demonstrate the necessary skills of the EMT-Basic. All candidates are required to successfully complete, within a 12-month period prior to sitting for the written examination, all sections of a state-approved EMT-Basic practical examination that meets or exceeds the established criteria of the National Registry.
- Section II of the NREMT-Basic application requires the Program Director or the Service Director of Training/Operations to verify, by signature, that the candidate has demonstrated an acceptable level of competency in each of the following skill areas as a result of the training program:
 - 1.Patient Assessment/Management - Trauma
 - 2.Patient Assessment/Management - Medical
 - 3.Cardiac Arrest Management/AED
 - 4.Spinal Immobilization (Seated Patient)
 - 5.Spinal Immobilization (Supine Patient)
 - 6.Bag-Valve-Mask Apneic Patient with a Pulse
 - 7.Long Bone Fracture Immobilization
 - 8.Joint Dislocation Immobilization
 - 9.Traction Splinting
 - 10.Bleeding Control/Shock Management
 - 11.Upper Airway Adjuncts and Suction
 - 12.Mouth-to-Mask with Supplemental Oxygen
 - 13.Supplemental Oxygen Administration

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- Section III of the NREMT-Basic application requires state approved officials to verify, by signature, successful completion of a state-approved practical examination that, as a minimum, evaluates the following skills and meets or exceeds the established criteria of the National Registry.

Station #	Description
1)	Patient Assessment/Management - Trauma
2)	Patient Assessment/Management - Medical
3)	Cardiac Arrest Management/AED
4)	Spinal Immobilization (Seated or Supine Patient)
5)	Bag-Valve-Mask Apneic Patient with a Pulse
6)	Random Skill Station, consisting of one of the following: <ul style="list-style-type: none">■ Long Bone Fracture Immobilization■ Joint Dislocation Immobilization■ Traction Splinting■ Bleeding Control/Shock Management■ Upper Airway Adjuncts and Suction■ Mouth-to-Mask with Supplemental Oxygen■ Supplemental Oxygen Administration

Note

The NREMT reserves the right to review and investigate any practical examination that may be in question.

**Revocation of
certificates/
Disciplinary
policy**

National Registry has disciplinary procedures, rights of appeals and due process within its policies. Individuals applying for registration or reregistration who wish to exercise these rights may contact the National Registry for copies of the Disciplinary Policy, or view it online at www.nremt.org.

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**NREMT-Basic
Reregistration
Requirements**

Reregistration is on a biennial basis (once every two years) upon completion and verification of required continuing education and submission of the reregistration form and fee.

Current requirements

All NREMT-Basics reregistering will have to meet the full requirements currently in effect.

To renew registration, the registrant must:

1. Complete the official NREMT reregistration and continuing education report form and return it, with the proper documentation and fee, to the Registry office.

Note

The National Registry reserves the right to investigate reregistration materials at any time from any registrant. Registrants may be required to resubmit all materials upon written notice from the National Registry.

2. Be actively working within the emergency ambulance service, rescue service or patient/health care activity.
 3. Complete all continuing education requirements outlined in the disciplinary policy prior to his or her expiration date (see the policy at www.nremt.org).
-



Ordering Examination Materials

Introduction

This procedure applies to testing sites located in states that mandate National Registry and therefore order their examination via the approved examination proctor for a one-time administration.

These examinations are shipped to the approved examination proctor and returned to National Registry at the conclusion of the examination.

Note

For NREMT-Basic examinations hosted at sites in states that do not mandate National Registry as the state certification process, the coordinator must order the examinations directly from the NREMT, a minimum of four weeks prior to the scheduled examination date.

Exam requests

All requests must be made by an examination coordinator via the NREMT's web site exam coordinator services, four or more weeks ahead of the scheduled examination date.

Reference

For information about how to request exams using the online system, see the document [Exam Coordinators' Step-by-Step Online Procedures for NREMT-Basic Exams](#). If you do not have Internet access, contact the NREMT.

In order to assure timely approval of the exam by the NREMT, and subsequent delivery of requested materials, the exam request must include the following information:

- The date and time of the written examination
- The exact location of the written examination, including the name of the institution, exact street address, building and room numbers, city, state, and ZIP code
- Information relative to the person maintaining a reservation list (examination coordinator), including name, exact street mailing address, and phone number
- The name, exact address, and phone number of the approved examination proctor who will be accepting responsibility for the examination administration

Reference

See [Approved Examination Proctor's Responsibilities](#) (page 23) for details about the responsibilities of the approved examination proctor.

- The number of candidates requesting to take the examination
-

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Denied requests

Requests for NREMT-Basic examinations may be denied if, in the sole opinion of the NREMT, the examination site, the personnel connected with the examination, or any other unforeseen circumstance cause National Registry to believe the examination security or administration policies and procedures may not be followed.

Changes to number of candidates

An exam coordinator may alter the number of requested examinations within 14 days of the scheduled examination. This alteration must be based upon reservations made by candidates wishing to test who were not on the initial roster.

Alterations in the number of examinations shipped may be made via telephone call by the examination coordinator to the National Registry.

Materials shipment and receipt

The test material will be shipped via certified mail or United Parcel Service (UPS) from the National Registry, seven to 10 days prior to the scheduled written examination date.

If the approved examination proctor has not received the examination materials within three days prior to the examination date, he or she must contact the National Registry for assistance in resolving the problem.

Failure to contact the National Registry if examination materials have not arrived three days prior to the scheduled examination could result in delay, postponement or cancellation of the examination.

Upon receipt of the examination materials by the approved examination proctor, he or she must inventory and secure the examination booklets in a locked cabinet and follow all policies and procedures outlined under [Examination Security](#) (page 38).

Instructors of any EMT course must NOT have access to the examination material.



Responsibilities and Examination Instructions

Introduction

Overview

The proper administration of National Registry examinations requires that the individuals involved be familiar with their responsibilities and carry them out in the appropriate manner. The topics in this section describe:

- General responsibilities
 - National Registry exam coordinator responsibilities
 - Approved Examination Proctor responsibilities
 - Application review process
 - Payment arrangements
 - Facilities arrangements
 - Instructions for administering the exam
 - Disciplinary policies and procedures
-



General Responsibilities

Introduction

This section outlines general responsibilities related to administration of NREMT examinations.

Responsibilities list

All personnel involved with administration of NREMT examinations must:

- Adhere to the standards of professional and personal ethics that reflect credit upon the emergency medical services profession as well as the NREMT.
- Work harmoniously with allied health personnel and other assistants throughout administration of the examinations.
- Conduct all examination-related activities in accordance with the policies and procedures outlined.
- Not discriminate and not tolerate discrimination. All personnel must conduct examination-related activities on an equal basis for all candidates, paying particular attention to eliminate actual or perceived discrimination based upon race, color, national origin, religion, gender, age, disability, position within the local EMS system, or any other potentially discriminatory factor. The Approved Examination Proctor must ensure that the Examination Coordinator and all others conduct themselves in a similar manner throughout the examination.
- Refrain from any conduct that may be considered by a candidate as sexual harassment, including making comments about a candidate's personal appearance, telling sexually-oriented or lewd jokes, or physical contact with a candidate. Conversation between the examination staff and candidates must be limited to the giving of instructions and answering questions. The Approved Examination Proctor must be aware of his or her actual or perceived authority over a candidate and must avoid any conversation or contact with candidates before or after administration of an examination. Any attempt by anyone involved with NREMT exam administration to offer assistance to a candidate in the administration or scoring of an examination or any request for a social relationship or sexual favors in exchange for such assistance is strictly prohibited.
- Maintain the confidentiality of all examination results.
- Prior to the examination, the Approved Examination Proctor must contact the Examination Coordinator and review the Examination Coordinator's responsibilities with the designated Examination Coordinator to ensure that he or she fully understands his or her roles in the examination process, to avert potential disaster on the day of the exam.

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- Prior to the examination, the Approved Examination Proctor must contact the Examination Coordinator to ensure that he or she will promptly arrive at the correct facility that is set up adequately, to ensure proper administration of the exam. After receiving all examination materials from the NREMT, the Approved Examination Proctor must contact the Examination Coordinator to ensure that he or she will arrive “at the right place at the right time with the right stuff.”
 - The Approved Examination Proctor must immediately report any suspected unethical conduct of any person who is attending or assisting with administration of written and/or practical examinations directly to the NREMT.
-

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Exam Coordinator Responsibilities

Introduction

This section explains your responsibilities as a coordinator of NREMT-Basic exams.

Responsibilities list

In states that do *not* mandate National Registry for state certification, the NREMT-Basic examination coordinator assumes the responsibilities listed in the following table.

Note

The coordinator must work closely with the National Registry and the Approved Examination Proctor in order for the examination to occur in a smooth manner. The exam coordinator may assume many of the physician medical director's responsibilities, provided this is approved by the physician medical director.

#	Responsibility
1	Serving as the quality assurance person, agent or assignee of the physician medical director during practical examinations as outlined in the National Registry publication EMT-Basic Practical Examination User's Guide. This includes having the physician medical director review, prior to the examination, all skill instruments and pass/fail criteria. After the examination, the overall report forms indicating pass/fail status of each candidate must be reviewed with the physician medical director.
2	Completing the reverse side of the candidate's application as outlined in the National Registry publication EMT-Basic Practical Examination User's Guide.
3	Ordering and scheduling the examination per National Registry policy outlined in the document, Exam Coordinators' Step-by-Step Online Procedures for NREMT-Basic Exams .
4	Maintaining a reservation list of candidates who will be taking the examination and entering this list in the NREMT's online system.
5	Assuring that candidates have completed an approved practical examination within the past 12 months that meets or exceeds National Registry criteria prior to sitting for the written examination. Candidates that have not completed the practical examination within 12 months must be scheduled for the practical examination. (Continued on next page)



(Contd) #	Responsibility
6	Ensuring that facilities for the written and practical examination meet National Registry and educational standards. Reference See Facilities for NREMT-Basic written exams (page 27) for instructions.
7	Selection of qualified skill station examiners approved by the physician medical director.
8	Selection of EMT assistants.
9	Selection of appropriate individuals to serve as victims in the skill stations.
10	Obtaining all appropriate equipment for each skill station.
11	Overseeing the timely flow of all candidates through the skill stations.



Approved Examination Proctor's Responsibilities

Introduction

This section explains the NREMT's expectations regarding the role of the [approved examination proctor](#) for an NREMT-Basic exam.

Exam administration

The approved examination proctor of an examination is the sole responsible agent for the administration of NREMT-Basic examinations when administered in states *not* mandating National Registry for certification, with occasional exceptions.

He or she must administer the written examination and provide a quality assurance system for the approved practical examination.

The approved examination proctor may not delegate the responsibility for administration of the written examination.

Written examinations are not required to be scheduled on the same date as the practical examination.

Availability and responsibility to review

The approved examination proctor may be present at the practical examination or may permit a reliable agent or assignee the responsibility of reviewing the practical examination. If the approved examination proctor is not personally present at the examination, he or she must review all skill evaluation instruments and examiner qualifications prior to the practical examination.

The approved examination proctor must review the overall report forms (which indicate the pass/fail status of each candidate) prior to permitting the agent or assignee to affix his or her signature on the reverse side of the NREMT-Basic application.

The approved examination proctor must be available via telephone at the time of the practical examination, should the agent or assignee need assistance or clarification on skill performance.

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**Familiarity with
National
Registry
candidate
criteria**

Per National Registry policies, persons who have completed a state-approved EMT-Basic practical within the past 12 months may take only the written examination. All practical examinations must meet or exceed the established criteria of the National Registry in order to make a candidate eligible for the NREMT's written portion of the exam.

The approved examination proctor is urged to contact the National Registry and obtain a copy of the National Registry publication, EMT-Basic Practical Examination Users Guide, should he or she be unfamiliar with National Registry practical examination criteria.

**Security and
shipping**

The approved examination proctor must maintain security of the examination prior to, during, and after administration of the examination.

At no time may the approved examination proctor permit anyone to review, copy, or record the examination by any means whatsoever. Only the candidate may look at the examination during the previously scheduled and approved time of examination administration.

The approved examination proctor must ship the examination via certified mail or United Parcel Service to the National Registry within five days following the administration of the examination.



Application Review Process

Introduction This section explains the NREMT's review process of NREMT-Basic applications.

Items reviewed The physician medical director or examination coordinator must review each application for completeness and accuracy, with special emphasis in the areas listed in the following table. Any discrepancy or missing information on a candidate's application will delay the processing of the exams when they are received at the National Registry.

Item to review	Description
Birth date	All applicants must be at least 18 years of age. A common error in this section is for the applicant to put the current year instead of their birth year.
Address	Verify that the applicant's complete address, including zip code, is listed and correct.
Licensing Action and Felony statement	<p>Ensure that the Licensing Action and Felony statements section (see Example that follows) on the application has been completed.</p> <p>If the applicant answers yes to either question, they must submit, with the application, documents that fully describe the nature of the offense, date of the offense, copies of the offense, and relevant court documents indicating the disposition and current status.</p> <p>Example</p> <p>Have you ever been subject to limitation, suspension, or termination of your right to practice in a health care occupation or voluntarily surrendered a health care licensure in any state or to an agency authorizing the legal right to work?</p> <p>Have you ever been convicted of a felony?</p> <p>(Continued on next page)</p>



(Contd) Item to review	Description
EMT course	The EMT course name, length (in hours), completion date, location and instructor should be listed. The EMT course is valid for a period of two years for National Registry examination purposes. Any applicant living in a state that does not mandate National Registry must include documentation (card or certificate), showing current certification at the EMT-Basic level. Candidates from states that mandate National Registry must have an application signed or stamped by the state office of emergency medical services.
CPR	Ensure that the applicant submits current CPR credentials which meet or exceed the criteria listed on the NREMT application. Verification may be in the form of an instructor signature or copies of both sides of a current card affixed to the appropriate spaces on the back of the NREMT-Basic application.
Signature	Verify that the applicant has signed the application.
Practical exam	The date and location of the practical examination must be listed. Ensure the practical examination is verified by a physician's signature or an approved agent or assignee for the physician. Reference See Practical skills requirements (page 13) for details about this requirement.

Problem applications policy

The NREMT will return all incomplete applications, as well as applications not meeting entry requirements, with a cover letter explaining the reason for the return.

The candidate has 30 days to correct the problem and return the corrected application to the Registry.

Upon receipt of the corrected application, the applicant's test will be processed and the results released. If the applicant is uncertain of the reason for the returned application or feels the application was returned erroneously, he or she should contact the National Registry for assistance.



Payment and Facilities Arrangements

Introduction

This section describes the acceptable methods of payment, and the NREMT's standards for exam facilities.

Payment methods

Methods of payment may include the following:

- Issuance of a valid purchase order. The National Registry will invoice against this purchase order number.
- Issuance of a group check/money order prepared by the educational institution.
- Credit Card

Note

A non-refundable, non-transferable application fee of \$20.00, payable to the National Registry of Emergency Medical Technicians, must be submitted with this application. Each attempt of the written examination requires submission of an application and a \$20.00 non-refundable, non-transferable application fee.

Facilities for NREMT-Basic written exams

While a great variety of facilities may be used for the NREMT written examination, each must conform to minimum facility guidelines within acceptable educational criteria for administration of a bubble response, multiple choice examination.

Facilities: seating

Each facility must contain adequate seating with an appropriate writing surface for each person scheduled to participate in the written examination. When multiple written sessions are scheduled, such seating must be adequate for the proportionate number of persons scheduled to participate in each session.

Ideally, the testing room should have sufficient seats to allow seating of candidates in alternate seats so that no two candidates taking the examination are seated immediately next to each other.

Depending on the size and arrangement of the seats in the testing room and the number of candidates, the approved examination proctor should use his or her best judgment in seating the candidates to minimize the possibility of any irregularities occurring during the examination. No candidate should sit immediately next to another candidate who is taking the same level of examination.

(Continued on next page)



**Facilities:
additional
requirements**

The facilities must:

- Provide adequate and effective heating/cooling, ventilation, and lighting.
 - Provide an environment which is free of excess noise and distraction.
 - Contain a pencil sharpener and a table or desk adequate for registering candidates, packaging test materials as each candidate completes the exam, and proctoring the examination process.
 - Provide adequate restroom facilities, a drinking fountain, and adequate parking within reasonable access to the examination site.
 - Contain a wall clock which is visible to all candidates to assist with pacing and/or a chalkboard on which the proctor can announce and post the time remaining in the examination at one hour, one-half hour, and fifteen minutes.
-



Examination Proctor's Instructions (Written Exam)

Introduction

This section explains the specific instructions the approved examination proctor must follow at the time of the exam.

NREMT expectations

The approved examination proctor must be familiar with the policies and procedures governing the written examination, which are outlined here. While serving as the proctor for the written examination, you will be responsible for following all of these guidelines.

The examination coordinator should be present during the written examination to assist you in completing any paperwork. During the examination, you should refer to [Security and shipping](#) (page 24) and [Application Review Process](#) (page 25). The reviewing of these two areas will assist in our processing the examinations after they arrive at the National Registry.

Your duties

As the approved examination proctor, you are here to supervise the examination and maintain the integrity of the examination process. As such:

- You must maintain the written examination security from the time the specific examination instructions are provided until all written examination materials are returned to the National Registry office.
- You may not answer any questions relative to any particular item in the examination.
- During the examination, you must quietly circulate around the room to assure that no candidate is writing in the examination booklets, copying or recording any examination material, or committing any other act of misconduct during the examination.
- During the examination, if a candidate raises his/her hand, proceed to his/her seat and address the concern as quietly as possible. If any particular question is brought to your attention, you should respond to the candidate by stating "by request of the National Registry, I am not able to respond to your specific questions." (Examination booklets are checked for defects at National Registry prior to mailing.)

(Continued on next page)



Reading candidates' instructions for written exam

The approved examination proctor must read specific instructions to all candidates sitting for the written examination. The following table lists the instructions you must read.

Note

Within the table, information within an **Instructions** or **Note** paragraph is for your information. Do not read it aloud to the candidates.

Step	Read aloud the following
1	<p>We are ready to start the written examination. Remove all material from your desk. You are not to open the examination booklet prior to receiving the instructions.</p> <p>Instructions At this time, you must:</p> <ul style="list-style-type: none"> ■ Hand each candidate his/her own examination booklet, one answer sheet, and one sheet of scratch paper. It is absolutely essential that each candidate only receive one of each of the above items. ■ Make sure that all candidates have only #2 pencils for marking the answer sheet as only #2 graphite can be scanned in the computer scoring process.
2	<p>You will be given two and one-half hours to complete the written examination. During this time period, no candidate is permitted to leave the room.</p> <p>Note An approved examination proctor may, under certain emergency circumstances, permit a candidate to leave the room with an escort.</p> <p>(Continued on next page)</p>



(Contd) Step	Read aloud the following
3	<p>You must understand that any irregularities occurring during this examination, such as giving or obtaining unauthorized information or aid, as evidenced by direct observation of the proctor(s) or subsequent analysis of examination results, may be sufficient cause to terminate your participation, to invalidate the results of your examination, or to take other appropriate action.</p> <p>In such cases, the National Registry reserves the right to delay processing of examination results until a thorough and complete investigation may be conducted.</p> <p>YOU MUST NOT COPY ANY MATERIAL FROM THE EXAMINATION OR MAKE RECORDINGS OF THIS EXAMINATION AT ANY TIME OR IN ANY WAY. EFFORTS TO CONSTRUCT THE EXAMINATION USING YOUR MEMORY OR THAT OF OTHERS ARE PROHIBITED. YOU MUST NOT DUPLICATE ANY QUESTIONS AND SHOULD REPORT ANY EVIDENCE OF ACTIVITIES OF THIS NATURE TO THE NATIONAL REGISTRY.</p>
4	<p>No calipers, calculators, or other electrical or mechanical devices may be used during the examination. All calculations must be made on the scratch paper provided in the examination packet.</p> <p>At this time, all pagers, cellular telephones, personal digital assistants, and similar electronic communication devices must be turned off. If you attempt to use any of these devices during the examination for any reason whatsoever, you will be immediately dismissed from the remainder of both the written and practical examinations.</p> <p>(Continued on next page)</p>



(Contd) Step	Read aloud the following
5	<p>If you finish the examination early, you will be permitted to leave the examination room one at a time. Be sure that you have returned all examination materials which were issued, including the examination booklet, scratch paper, answer sheet, and any borrowed pencils to the proctor. When you come up to turn in your materials, be prepared to show all materials to the proctor along with some personal photo identification.</p> <p>At this time, please take out your photo ID and place it on the table. Please raise your hand if you do not have any form of photo ID with you.</p> <p>Note If a candidate has no ID, and the approved examination proctor or anyone else operating in an official capacity cannot verify his or her identity, the approved examination proctor must dismiss the candidate from the examination and collect his/her materials.</p>
6	<p>Now take your answer sheet and fill in the blank lines with the information requested, beginning with the Exam Series Number.</p> <p>In the lower left-hand corner on the form cover of your examination booklet, locate the number which follows the word "Series" and print the number on the appropriate line of your answer sheet.</p>
7	<p>Print the Examination Booklet Number on the appropriate line of your answer sheet. This number is also printed on the lower left-hand corner of the booklet cover.</p>
8	<p>Print the remaining information legibly, including today's date which is MM/DD/YY, your social security number, your name, address, city, state and ZIP code. Finally, sign the form with your legal signature.</p> <p>Please turn your examination booklets over to the back cover and read the directions silently while I read them aloud.</p>
9	<p>Instructions The approved examination proctor must now read the instructions printed on the reverse side of the NREMT-Basic examination test booklet out loud to the candidates. When finished, continue with step 10.</p> <p style="text-align: right;">(Continued on next page)</p>



(Contd) Step	Read aloud the following
10	<p>Please turn off your phones, pagers or any other electronic devices. As the proctor, I am here merely to supervise the exam. I am not allowed to answer any questions relative to any particular item in the examination.</p> <p>If you have a question, suggestion or complaint about the written examination, submit them in writing to the National Registry office. Any candidate who questions the accuracy of the reported results may request a hand score. This request must be submitted in writing to the National Registry within 30 days of receipt of exam results, and must include a \$20.00 check or money order to cover the cost of hand scoring. Does anyone have any questions?</p>
11	<p>When you have completed the examination, place your examination booklet, scratch paper and answer sheet together. Do not place any materials inside of the examination booklet. Then, one at a time, you will need to come to the front of the room to turn in your materials.</p> <p>Stay seated until the candidate at the table begins to exit the room. Have your photo identification out so that I may verify your identity. After I verify your identification and collect all of your materials, including any borrowed pencils, you may quietly exit this room. Please be considerate of others who are working to complete the examination by keeping all noise, both inside and outside of this room, to a minimum.</p> <p>Instructions The approved examination proctor must now note and announce the starting time for the examination to the nearest five minutes. For example, if it is 6:22 p.m., post the starting time as 6:25 p.m. and ending time as 8:55 p.m. We suggest you announce and post the starting and ending times for the examination on a chalkboard large enough for all candidates to see.</p>
12	<p>Please keep track of the time as you take the examination. It is now (XX:XX a.m./p.m.). You will have 2 ½ hours from now, or until (XX:XX a.m./p.m.) to complete the examination. There will be an announcement when one hour, one-half hour, and 15 minutes are remaining in the examination as you proceed through the test. Are there any questions?</p>
13	<p>We wish you success on the examination. You may now start the examination.</p>

(Continued on next page)



**Interruptions
and
inappropriate
behavior**

The following table details instructions regarding specific types of interruptions and inappropriate behavior.

Issue	Instructions
Leaving the room	Once the examination has started, no candidate is permitted to leave the room for any reason (except an emergency, in which case a proctor should accompany the candidate, if possible).
Withdrawal from exam	If a candidate withdraws from the examination for any reason prior to completion, collect the candidate's materials in the usual manner. You should write a note of explanation and paper clip it to the candidate's answer sheet.
Course instructor present	<p>Because this examination could possibly be administered in the presence of a course instructor, the approved examination proctor must not, at any time, in any way, permit a course instructor the opportunity to review, copy, read or record an examination.</p> <p>EMT Instructors are teaching the National Standard Curriculum from which this test was developed. National Registry and the medical community do not want instructors teaching National Registry examinations--these are designed to constitute only a sample of the prescribed knowledge necessary to be a competent EMT-Basic. Your assistance in maintaining the integrity of National Registry examinations is absolutely vital to the integrity of the certification process.</p>
Notes and other aids	Candidates are not permitted to use notes of any type which were brought into the examination. The candidates are not permitted to have anything on their desk except for the materials provided by the approved examination proctor. The use of calculators, slide rules, calipers, or any other mechanical or computing device, or electronic communication device, is strictly prohibited.
Copying or recording exam material	Candidates must not copy any material from the examination or make recordings of the examination at any time or in any way.

(Continued on next page)



**Consequences
for inappropriate
behavior**

If a candidate is discovered engaging in any kind of inappropriate behavior during the examination, such as giving or receiving help; using notes, books, or papers of any kind; using recording or photographic devices; using electronic communication devices; removing or attempting to remove examination materials or notes from the examination room; or taking part in any act of impersonation, the candidate must be dismissed by the physician medical director.

If you suspect any candidate of committing any of the above actions, prepare a written report, paying particular attention to the following criteria:

- Identify each suspected candidate by name, social security number, and examination booklet number.
- Identify any other candidate(s) from whom the suspected candidate may have been copying. Place their name(s), social security number(s), and examination booklet number(s) in the report. Please explain the degree to which the additional candidate(s) was/were cooperating in the misconduct.
- Identify the names, addresses, and phone numbers of all proctors who also observed the incident.
- Provide a sketch of the seating arrangement, spacing, and so forth at the time of the incident. Be sure to identify the position of the suspected candidate and all others involved. Submit all completed reports to the National Registry office when examination materials are mailed.
- The physician medical director must sign the report.

If a candidate's behavior during the examination disturbs others or prevents them from doing their best work, warn the candidate that he/she will be dismissed if the behavior persists.

Because of the need to maintain order and examination security in the examination room, you have the authority to dismiss a candidate for misconduct. However, dismissal from the examination may have serious consequences for a candidate and should be a last resort.

You may decide to dismiss when warranted, but you should use your best judgment in handling the situation. Take no action until you are certain that a candidate has given or received assistance, used prohibited aids, disturbed others who were taking the examination, or purposely worked longer than the time allowed on the examination after being warned.

When you are sure of a violation, immediately collect all of the candidate's material and dismiss him/her/them from the room. Tell the candidate only that failure to abide by the examination regulations has made your actions necessary. Give a full account of the incident on a report following the criteria outlined above. Paper clip the incident report with the candidate's application and answer sheet and return them to the National Registry.

(Continued on next page)



Late arrivals

Situations such as inclement weather conditions or ambulance runs are typical examples in which the candidate should be granted permission to begin the examination late. Candidates arriving late may be given the full two and one-half hours for the examination at the discretion of the approved examination proctor.

No candidate must be required to complete the examination without being afforded the full two and one-half hour time limit. If permission is granted, the approved examination proctor must orient the candidate to the written examination as quietly as possible and inform them of the adjusted completion time.

Returning test material for processing

When returning test material to the National Registry for processing, the approved examination proctor and examination coordinator must use the procedure described in the following table.

Step	Action
1	Ensure that all examination booklets are present and in numerical order.
2	Each individual application must be paper clipped to the form of the corresponding written answer sheet. Note Do not staple applications to the written answer sheet.
3	Place the applications, with written answer sheets attached, in alphabetical order.
4	Prepare a test roster. List, in alphabetical order, only those candidates with valid applications and written answer sheets.
5	If the registration fee is being paid by a group check or by a purchase order, paper clip the check or purchase order to the test roster. If the registration is being paid by individual money order, paperclip them to the corresponding application.

(Continued on next page)



(Contd) Step	Action
6	Place the test roster on top of the applications and written answer sheets.
7	Secure the entire package in a damage-resistant envelope or a box and send it, via UPS/certified mail, to: National Registry of Emergency Medical Technicians Rocco V. Morando Building 6610 Busch Boulevard P.O. Box 29233 Columbus, OH 43229-0233

Notes

- Examination results will not be processed until all written examination booklets are returned to the National Registry.
 - DO NOT FOLD OR STAPLE THE WRITTEN ANSWER SHEETS
 - AT NO TIME MAY THE COURSE INSTRUCTOR REVIEW, COPY OR RECORD THE CONTENTS OF THE WRITTEN EXAMINATION. SECURITY OF THE EXAMINATION IS THE SOLE RESPONSIBILITY OF THE APPROVED EXAMINATION PROCTOR.
-



Security Requirements

Examination Security

Introduction

This section provides more detail about the NREMT's exam security requirements.

Security requirements

At no time may an instructor of a training program review, copy or record any information from any examination booklet in any way whatsoever.

In states mandating National Registry, the NREMT-Basic examinations are provided to the State Office of Emergency Medical Services or to sites designated by the state to administer the examination as outlined in [Ordering Examination Materials](#) (page 16). In these cases, the following security must be maintained:

- All examination booklets must be secured in a locked safe or cabinet. Access to the booklets must be limited and approved only by the State Director of Emergency Medical Services.
- Upon receipt, all booklets must be inventoried to assure that booklet numbers and amounts match those listed on the custody agreement. Custody agreements must be signed and returned to National Registry as indicated.
- A log must be available, in which proctors sign out and sign in booklets when examinations are being administered. This log must include the date of the examination, place of administration, a count of the booklets used and the range of booklet numbers. The log must have the name of the proctor and initials of the person logging out the booklets and logging in the booklets.

Sample log

We provide a [Sample Book Tracking Log](#) on page 40.

(Continued on next page)



In states *not* mandating National Registry, and where examinations are forwarded on written request to the approved examination proctor, examinations are shipped via UPS/certified mail as outlined in the policy for ordering examinations. In these cases the following security must be maintained:

- Examination materials must be shipped only to the approved examination proctor, who will personally proctor the examination.
 - Upon receipt, the approved examination proctor must secure the booklets in his or her possession.
 - Examination booklets may not be stored at the teaching institution. The approved examination proctor should open and inventory the shipment to assure all examination materials are present.
 - The approved examination proctor must take the examination materials personally to the test site, and administer the examination according to the instructions that will accompany the materials.
 - The approved examination proctor must re-inventory all materials following the examination and return them to National Registry via UPS/certified mail. No examinations may be shipped via a carrier who cannot trace the shipped materials should tracing become necessary.
-



Sample Book Tracking Log

Illustration

NREMT BOOK TRACKING LOG					
DATE & TIME RECEIVED	LEVEL	QUANTITY	BOOKLET SERIAL NUMBER(S)	VERIFYING SIGNATURE	
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____
____/____/____ at _____ hrs.	NREMT FIRST RESPONDER	_____ books	_____	_____	_____
	NREMT-BASIC	_____ books	_____	_____	_____



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